

ASSISTANT DIRECTOR OF COMMUNITY DEVELOPMENT

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs difficult professional and administrative work helping direct the activities of the Community Development Department; does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel in the absence of the department director.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Managing land use administration, long range planning; assisting the public; providing technical assistance to boards, commissions and committees; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Performs Director of Community Development duties in their absence; acts on behalf of the director in resolving department matters; represents the director on various boards and committees.
- Provides day-to-day direction of programs and operations of the department, including supervising the land development review and approval process, current and long-term planning policy and program implementation.
- Coordinates department daily work activities, operations and programs through division managers; coordinates projects, work activities and operations with other departments or agencies; organizes, prioritizes and assigns work; monitors work in progress status; inspects completed work; consults with assigned staff; assists with complex situations and provide technical expertise.
- Supervises, directs and evaluates staff; handles employee concerns and problems; disciplines employees.
- Assists with department and County short- and long-term plan, goals and objectives development; supervises current and long-term planning policy and program implementation.
- Attends meetings; makes presentations; participates/serves on various committees or boards; represents the County as needed.
- Reviews department processes and procedures efficiencies; implement needed improvements; develops and implements internal controls to reduce potential errors.
- Develops various budgets; implements approved budget and monitors expenditures.
- Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards and policies and procedures; ensures adherence to established safety procedures; monitors equipment use and work environment safety, ensuring employees and other individuals safety; initiates any action to correct deviations or violation.
- Consults with various officials, supervisors and consultants reviewing department operations, activities and issues; provides policy advice; interprets plan, ordinances and recommendations for various officials and supervisors; provides oral or written presentations regarding planning and development issues.
- Assists in interpreting and enforcing provisions of various plans and ordinances, including applicable federal, state and local codes, laws, rules, regulations, standards, policies and procedures; initiates actions to correct deviations or violations.
- Provides information and technical assistance to various public and professionals regarding the planning and development process, plans, ordinances and related issues; discusses issue areas; recommends solutions; responds to questions and complaints.
- Provides policy and technical advice and recommendations relating to building construction, engineering, environment, planning and zoning for the various committees and commissions.
- Researches, compiles and/or reviews statistical, demographic and administrative data; identifies trends.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the advanced principles and practices of planning and community development; thorough knowledge of economics, municipal finance and sociology as they apply to planning; thorough knowledge of current literature and developments in the field; general knowledge of the principles and practices of civil engineering as they relate to planning and subdivision design and control; ability to interpret and analyze technical and statistical information and to prepare and present technical oral and written reports; ability to establish and maintain effective working relationships with associates, officials, other government agencies and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in planning or related field and extensive experience in professional planning.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires stooping, reaching, walking, fingering, and feeling; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.